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ABSTRACT

This guide to jobs and career planning begins by stressing that high school curriculum choices add up to college choices, and college choices lead to career possibilities. A section on college planning offers tips on deciding what degree to work towards, and describes unusual careers that are unrelated to college majors. A section on career planning helps students assess their skills, interview individuals to obtain information about possible jobs, and research the job market. The bulk of the book comprises job descriptions in the fields of performing and visual arts; aviation; business administration and management; advertising, marketing, and public relations; computer and mathematical operations; money management; sales; communications; education; engineering and architecture; government; health; science and technology; social science; and social service. Each job description begins with a definition, followed by a report of the tasks involved, usually with examples from workers in the field who add their perceptions to the description. Requisite educational and personal skills are also listed. (JDD)

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